



## Human Resources

SEND A COVER LETTER  
TOGETHER WITH A COMPLETED  
CITY APPLICATION/RESUME  
TO:

CITY OF TAKOMA PARK  
7500 Maple Avenue  
Takoma Park, MD 20912

Phone: 301-891-7201  
Fax: 301-270-8794  
Jobline: 301-891-7201

[www.takomaparkmd.org](http://www.takomaparkmd.org)

*The City of Takoma Park  
is an Equal Opportunity  
Employer and does not  
discriminate on the basis  
of race, color, religion,  
sex, national origin,  
marital status, sexual  
orientation, military  
service or disability in  
employment or in the  
provision of services.*

*Reasonable accommodation  
provided upon request.*

*Applicants tentatively  
selected for this  
position will be required  
to submit to any required  
tests to screen for  
illegal drug and alcohol  
use prior to appointment.  
Application evaluation  
will involve interviews,  
written tests and/or  
other appropriate  
screening tools.*



# Employment Opportunities

### Financial/Budget Specialist

40 hrs/wk -performs complex/specialized accounting work requiring considerable knowledge of accounting and fiscal operations and procedures. Assists in the preparation of analytical and statistical studies necessary for making cost projections and trend analysis. Assists in the collection, tabulation, summary, and analysis of preliminary budgetary, financial, and statistical departmental data. The work may include personnel, payroll, procurement, accounts payable, accounts receivable, grant accounting, reconciliations, and other specialized work within the Finance Department. Hourly Range: \$19.93 - \$22.43 with benefits Req. Bachelors to include 24 credit hours in accounting courses, 2-3 years of exp. & valid drivers license. Submit college transcripts, letter of interest and application to the Human Resources Department, 7500 Maple Avenue Takoma Park, MD 20912 or fax to 301-270-8794. Application online at [www.takomaparkmd.gov](http://www.takomaparkmd.gov). EOE

*For a complete copy of the official class specification, please contact the Human Resources Department. Applicants who meet the requirements and qualifications for the job will be invited for interviews and other appropriate screening processes.*